Historic, archived document

Do not assume content reflects current scientific knowledge, policies, or practices.

9-
33M

UNITED STATES DEPARTMENT OF AGRICULTURE
Director of Information
Washington

LIBRARY
RECEIVED
U.S. Department of Agriculture

August 20, 1942

OFFICE OF INFORMATION MEMORANDUM NO. 36

Clearance of Field Information in Compliance with OWI Regulation 1

The Secretary of Agriculture, in Memorandum No. 1025, made the Director of Information responsible for carrying out the directives in Office of War Information Regulation No. 1. This Memorandum interprets the OWI regulation and field directive, and sets up a system of compliance to facilitate clearance with the OWI of war information released by Department field information workers and to reduce clearance to the necessary minimum. To accomplish this the Department Office of Information and the Office of War Information have worked out the following procedures:

The USDA Office of Information, Field Service, regional offices, will assist in arranging for such clearances, but prior clearance with the Field Service offices will not be required. Primary responsibility for conforming with OWI regulations remains upon the issuing USDA agency. However, appropriate regional offices of the USDA Office of Information should be furnished with two copies of everything issued by USDA field offices for press, radio or other public use. (Sets of photos and expensive or elaborate visual material are not required.) This will enable the USDA Field Service to assist, with advisory review, in assuring USDA compliance with OWI regulations. A list of USDA information regional offices is attached. Any difficulty involving clearance of information with OWI should be promptly reported to the appropriate USDA Information Field Service office, in order that immediate effort may be made to compose the difficulty.

Cooperative Extension Service workers handle some Department of Agriculture, as well as State information. It would be in the interest of complete compliance with the Office of War Information as well as protection to Extension workers releasing Department information for Cooperative Extension workers to follow the same procedures outlined for direct Federal employees.

This memorandum, which is issued with OWI concurrence, should be brought to the attention of responsible administrators in the field, and their information officers, in connection with Secretarial Memorandum No. 1025 which was sent to you recently with Office of War Information Regulation No. 1, and instructions issued by OWI's News Bureau amplifying the policy of field clearance outlined in Regulation 1.

Most war-related information released by USDA field agencies will be secondary; that is, based upon or adapted from primary information, issuance of which will already have been cleared with OWI in Washington. This need not be cleared again. Thus the number of field clearances required with OWI will be small.

However, information originating at local or regional levels will sometimes be of classes required to be checked with OWI News Bureau field offices for their clearance and release. In day-to-day operation it is impracticable to refer every question for prior decision, so the question of whether clearance is required must generally be answered within the judgment of the responsible USDA field official. Therefore, each item of public information for any medium should be examined with the following criteria (Section 12 of OWI Regulation 1) in mind:

1) Is this secondary information--based upon or adapted from material already cleared? If so, it may be released.

2) Is this within clearly defined policy and exclusively within the authorized activities of the USDA? If so, it may be released. (NOTE: Information affecting activities of another Department agency should be checked with such agency before release.) For example, releasable items would include "how to do it" information, market news service, terms of new programs and reports of progress in same.

3) Is this primary information related definitely to war activities or policy, or does it include material broader than the authorized activities of the USDA? If so, it should be cleared with the nearest OWI News Bureau field office, and issued by that office unless the originating USDA agency is asked to issue the release. For example, a locally-originated (primary) statement on effects of price control or rationing, in which OPA or WPB is involved.

In the list of OWI News Bureau field offices enclosed, regional and State offices of USDA agencies are assigned to specified OWI offices for clearance and release of those USDA items which come within the OWI regulations. If it is felt that a different assignment will be more convenient the USDA Office of Information in Washington should be notified and assignments may be changed.

Where there is no local OWI News Bureau office, and it makes for more efficient operation of an agency to do so, the regional News Bureau officer will, with the concurrence of the appropriate USDA administrative official, designate a USDA information officer to clear and issue for OWI material relating to that agency. It is requested that all Department personnel assist OWI in any appropriate way.

County USDA offices will seldom have items requiring OWI clearance. Each USDA agency or bureau is expected to arrange through its own lines for its county or similar subordinate offices to make necessary clearances.

Morce Salesbury
Director of Information

Attachments: 2

U.S.D.A.
Office of Information

OFFICE OF WAR INFORMATION NEWS BUREAU FIELD OFFICES

Under each OWI Field Office are listed the USDA agency regional and State offices which are assigned to clear with that OWI office.

(*Indicates Regional OWI News Bureau office, others branch offices. However, for purposes of clearance and release of USDA information there is no distinction between regional and branch offices.)

OWI NEWS BUREAU FIELD OFFICE	INFORMATION OFFICER AND ADDRESS
*ATLANTA USDA Regional Offices BAE (Atlanta) FS (") SCS (Spartanburg) USDA State Offices Georgia	Marvin Cox 1722 Candler Building Tel: Walnut 4121
BIRMINGHAM	Irving H. Beiman 301 Phoenix Building Tel: 4-7761
JACKSONVILLE USDA State Offices Florida	William Bennett 522 Lynch Building Tel: 5-4012, Ext. 28
MEMPHIS USDA State Offices Mississippi	Ewing Johnson 2017 Sterick Building Tel: 5-7421, Ext. 17
MONTGOMERY USDA Regional Offices FSA (Montgomery) USDA State Offices Alabama	James Shipley 813 Bell Building
NASHVILLE USDA State Offices Tennessee	Jack Bondurant 909 Stahlman Building Tel: 5-5592

*BOSTON USDA Regional Offices AAA (Springfield) FCA (") USDA State Offices Maine New Hampshire Massachusetts Rhode Island	E. Bigelow Thompson 17 Court Street Tel: Lafayette 7500, Ext. 204-205 Evening: " 7503
HARTFORD USDA State Offices Connecticut	Wendell A. Teague 119 Ann Street Tel: 7-2641 Evening: 7-0301
MONTPELIER USDA State Offices Vermont	Harold Bergman Pavilion Hotel Tel: 1700; Evening 37
*CHICAGO USDA Regional Offices AC&E Labs. (Peoria) USDA State Offices Illinois Iowa	Paul Jordan Wm. F. Sullivan (Assistant) 2600 Civic Opera Building Tel: Andover 3600, Ext. 21-22 Evening: Andover 3604
DETROIT USDA State Offices Michigan	James Hopkins Robert La Blonde 800 Boulevard Building 7310 Woodward Avenue Tel: Trinity 1-5500, Ext. 53
INDIANAPOLIS USDA Regional Offices FCA (Louisville) FSA (Indianapolis) USDA State Offices Indiana Kentucky	Joseph Collier 917 Circle Tower Building Tel: Market 8511, Ext. 18

MILWAUKEE USDA Regional Offices OI (Milwaukee) AAA(") BAE(") FS (") Forest Prod. Lab. (Madison) AMA(Milwaukee) SCS(") FSA(") USDA State Offices Wisconsin	George A. Mann 7002 Plankinton Arcade Tel: Broadway 4440 Evening BR. 2683
*CLEVELAND	Samuel Slotky 472 Union Bank of Commerce Building Tel: Cherry 7913
COLUMBUS USDA State Offices Ohio	Ward Moore Fourth Floor, Peters Building 68 East Gay Street Tel: Main 7841, Evening Main 7846
*DALLAS USDA Regional Offices AMA (Dallas) FSA (") USDA State Offices Texas	L. L. Sisk 1102 Fidelity Building Tel: Riverside 5711 Evening, Riverside 3526
BATON ROUGE USDA Regional Offices OI (Baton Rouge) USDA State Offices Louisiana	Charles R. F. Smith OPA Information Officer 406 Triad Building
FORT WORTH USDA Regional Offices SCS (Ft. Worth)	Robert Wear 630 Ft. Worth Club Building Tel: 3-9551, Ext. 32
HOUSTON USDA Regional Offices FCA (Houston)	Maurice Gardner 1011 Electric Building Tel: Capitol 7201

NEW ORLEANS

David McGuire
1120 Canal Building
Tel: Raymond 2312

USDA Regional Offices
AAA (New Orleans)
AC&E Lab. (New Orleans)
FCA (New Orleans)

OKLAHOMA CITY

Harrington Wimberly
534 Key Building
Tel: 7-1551

USDA Regional Offices
FSA (Amarillo)

USDA State Offices
Oklahoma

*DENVER

Eugene Cervi
321 Kittredge Building
Tel: Tabor 3173

USDA Regional Offices
OI (Denver)
AAA (")
BAE (Ft. Collins)
FS (Denver)
FSA (")
SCS (Albuquerque)

USDA State Offices
New Mexico
Wyoming
Colorado

SALT LAKE CITY

Ottis Peterson
308 David Keith Building
Tel: 5-7531

USDA Regional Offices
FS (Ogden)

USDA State Offices
Utah

*KANSAS CITY

Harvin Mcalister
300 Mutual Building
Tel: Victor 7780

USDA Agency Offices
FCA (Kansas City)

USDA State Offices
Kansas

LITTLE ROCK

E. H. Thomas
Commercial National Bank Building
Tel: 4-6473

USDA Regional Offices
BAE (Little Rock)
FSA (" ")

USDA State Offices
Arkansas

OMAHA USDA Regional Offices OI (Lincoln) BAE (") FS (") FCA (Omaha) SCS (Lincoln) FSA (") USDA State Offices Nebraska	Lawrence May 524 Grain Exchange Building Tel: Jackson 6466
ST. LOUIS USDA Agency Office REA (St. Louis) USDA Regional Offices FCA (St. Louis) USDA State Offices Missouri	Edward Thompson 1101 Paul Brown Building 818 Olive Street Tel: Central 3200
WICHITA USDA Regional Offices FCA (Wichita)	Pliny Castanien York Rite Building Tel: 5-8661, Ext. 11
*MINNEAPOLIS USDA Regional Offices FCA (St. Paul) USDA State Offices Minnesota North Dakota South Dakota	Dowsley Clark 230 Midland Bank Building Tel: Main 3244 Nestor 4518 Evening 5032
*NEW YORK USDA State Offices New York	Clifton Read 703 Channin Building 122 East 42nd Street Tel: Murray Hill 3-6805 Evening " " 3-6828 Prince Carlisle OPA Information Officer Empire State Bldg., 350 Fifth Avenue Tel: Chickering 4-8900 Alex Ross State OPA Office, 535 Fifth Avenue

BUFFALO	Harry S. Mullany 1502 Rand Building Tel: Madison 3160 Evening " 4366
NEWARK USDA State Offices New Jersey	James J. Kennedy Globe Indemnity Building 20 Washington Place Tel: Market 2-0700
*PHILADELPHIA USDA Regional Offices OI (Upper Darby) AC&E Lab. (Philadelphia) BAE (Philadelphia) FS (") AMA (") SCS (Upper Darby) FSA (" ") USDA State Offices Pennsylvania Delaware	Howard Browning 744 Pennsylvania RR Suburban Building Tel: Locust 3416
BALTIMORE USDA Regional Offices FCA (Baltimore) USDA State Offices Maryland	Yale Merrill 1528 Baltimore Trust Building Tel: Plaza 8170
PITTSBURGH USDA State Offices West Virginia	Harry Kodinsky 507 Fulton Building Tel: Grant 2966
*RICHMOND USDA Regional Offices OI (Charlottesville) AAA (") USDA State Offices Virginia	William Bourne 10 South Fifth Street Tel: 7-2331

COLUMBIA USDA Regional Offices FCA (Columbia) USDA State Offices South Carolina	Stuart Rabb 410 Liberty Life Building
RALEIGH USDA Regional Offices FSA (Raleigh) USDA State Offices North Carolina	William Sharpe 110 Sir Walter Hotel Tel: 3-1903, 3-1901
*SAN FRANCISCO USDA Regional Offices OI (San Francisco) AC&E Lab. (San Francisco) BAE (Berkeley) FS (San Francisco) FCA (Berkeley) AMA (San Francisco) FSA (" ") USDA State Offices California Nevada	Dean Jennings Western Merchandise Mart 1355 Market Street Tel: Klondike 2-2300
LOS ANGELES USDA State Offices Arizona	Howard Freeman 320 Western Pacific Building 1031 South Broadway Tel: Richmond 0311, Richmond 1261
PORTLAND USDA Regional Offices FS (Portland) SCS (") FSA (") USDA State Offices Oregon	Ben Titus 815 Bedell Building Tel: Atwater 7241
SEATTLE USDA Regional Offices FS (Missoula) FCA (Spokane) USDA State Offices Montana Idaho Washington	Howard MacGowan 440 Henry Building Tel: Elliott 0200

FIELD INFORMATION SERVICE

Addresses

Region 1 (Northeastern)		HOME
Connecticut Delaware Maine Maryland Massachusetts New Hampshire New Jersey New York Pennsylvania Rhode Island Vermont	Harold Ballou Reg. Rep., Of. of Inf. U. S. Dept. of Agriculture 302 Center Building Upper Darby, Pennsylvania Ph: Boulevard 1056 Assistant: F. E. Robinson	Conestoga Road Ithan, Pa. Ph: Wayne 1163 W
Region 2 (East Central)		
Kentucky North Carolina Tennessee Virginia West Virginia	W. Judd Wyatt Reg. Rep., Of. of Inf. U. S. Dept. of Agriculture P. O. Box 318 Charlottesville, Va. 307 E. Market St. Ph: 810	1408 Jefferson Park Ave. Charlottesville, Va. Ph: 2005-J
Region 3 (Southeastern)		
Alabama Arkansas Florida Georgia Louisiana Mississippi South Carolina	Bentley B. Mackay Reg. Rep., Of. of Inf. U. S. Dept. of Agriculture 114 Agriculture Extension Bldg., L. S. U. University Station Baton Rouge, La. Ph: 23911	1536 Laurel St. Baton Rouge, La. Ph: 4147
Region 4 (Southern Plains)		
Colorado Kansas New Mexico Oklahoma Texas	William H. Tolbert Reg. Rep., Of. of Inf. U. S. Dept. of Agriculture 713 Central Savings Bank Bldg. Denver, Colorado MA 6570	1451 Fairfax Denver, Colo. Ph: East 4319

(over)

Region 5 (Pacific Region)

Arizona California Idaho Nevada Oregon Utah Washington	R. L. Burgess Reg. Rep., Of. of Inf. U. S. Dept. of Agriculture 821 Market St., Rm. 837 San Francisco, California Ph: YUkon 0898 Assistant: C. A. Bond	Route 1, Box 159 1730 Bay Road Palo Alto, Calif. Ph: Palo Alto 4589

Region 6 (Northern Plains)

Montana Nebraska North Dakota South Dakota Wyoming	F. E. Charles Reg. Rep., Of. of Inf. U. S. Dept. of Agriculture Rudge & Guenzel Bldg. 13th & O Streets Lincoln, Nebr.	2940 S. 24th St. Lincoln, Nebr. Ph: 3-6865

Region 7 (North Central)

Illinois Indiana Iowa Michigan Minnesota Missouri Ohio Wisconsin	Joe D. Storm Reg. Rep., Of. of Inf. U. S. Dept. of Agriculture 815 Empire Building Milwaukee, Wisconsin Ph: Broadway 4191	3724 N. Morris Blvd. Milwaukee, Wisconsin Ph: Edgewood 0384